



CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

JAY ASH
SECRETARY OF HOUSING AND
ECONOMIC DEVELOPMENT

Commonwealth of Massachusetts
Division of Professional Licensure
BOARD OF CERTIFICATION OF HEALTH OFFICERS
1000 Washington Street • Boston • Massachusetts • 02118

JOHN C. CHAPMAN
UNDERSECRETARY OF
CONSUMER AFFAIRS AND
BUSINESS REGULATION

CHARLES BORSTEL
DIRECTOR, DIVISION OF
PROFESSIONAL LICENSURE

Approved Board Meeting Minutes
1000 Washington St., Boston, MA 02118
Room 1D
December 7, 2016
11:30 a.m.

The following Board members were present:

Robert Bracey, Vice Chair
Kitty Mahoney
Steven Ward
Bruce Murphy
Dr. David Kaplan
Beverly Hirschhorn

The following Board members were absent:

Michael Feeney, Chair

The following staff members were present:

Peter Kelly, Executive Director
Sheila York, Board Counsel

1) Call to Order

The meeting was called to order at 11:38 am

2) Board Minutes

The Board reviewed the following meeting minutes:

- Board Meeting – April 19, 2016

In regards to note # 3 Board staff noted that Phyllis Boucher's CEU's have since been submitted and approved by the Chair.

Motion to approve by: K. Mahoney, Seconded by: Dr. Kaplan, Unanimously Approved



3) **Election of Officers**

Sheila York, Board Counsel noted that the Board is required to elect officers annually at the December meeting. The following members were nominated.

Chair – Robert Bracey - *Motion by: Dr. Kaplan, Seconded by: Steven Ward,
Unanimously Approved*

Vice Chair – Steven Ward - *Motion by: Robert Bracey, Seconded by: Beverly Hirschhorn,
Unanimously Approved*

Secretary – Kitty Mahoney - *Motion by: Robert Bracey, Seconded by: Steven Ward,
Unanimously Approved*

4) **CHO Exam Update**

The Board discussed the current status of the exam review. Board Counsel noted that one exam review estimate had been received and estimates from two other consultants is being sought.

No formal action required

5) **Application Review**

The Board reviewed Robert Buker's exam application.

*Motion to approve for exam by: Robert Bracey, Seconded by: Dr. Kaplan,
Unanimously Approved*

6) **2017 Proposed Board Meeting Calendar**

*Motion to approve proposed meeting dates by: Dr. Kaplan, Seconded by: Bruce Murphy,
Unanimously Approved*

7) **2016 CEU Audit:**

Board staff noted that CEU audit letters for the 2016 license cycle would be mailed out to (10) randomly selected licensees. Letters would be mailed soon after the January 15th renewal deadline.

No formal action required

8) **Board Counsel Report**

Sheila York, Board Counsel provided an update on Executive Order # 562 regulation review. Ms. York noted that on Wednesday, September 28, 2016 at 11:00 am a Public Hearing was held regarding the Board's proposed regulations and that no public comments were received at the hearing.

There was discussion on whether the proposal to require 6-CEU's specifically in the area of Administration and Management was too much. A motion was made to amend 241 CMR 4.01(1) so that out of the 12-CEU's required, 3-CEU's would be specific to Administration and Management.

Motion by: Dr. Kaplan, Seconded by: Bruce Murphy, Unanimously Approved

A motion was made to approve the proposed regulations, as amended, to be promulgated as final regulations.

Motion to approve by: Kitty Mahoney, Seconded by: Beverly Hirschhorn, Unanimously Approved

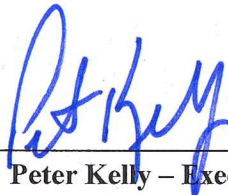
Board Counsel will continue the promulgation process and the revised regulations will be effective once published in the Massachusetts Register.

9) **Miscellaneous**

Next Board meeting is scheduled for March, 29, 2017.

Meeting adjourned at 12:45 pm

Respectfully submitted by:



Peter Kelly – Executive Director

Documents used at the public meeting:
Meeting Agenda (12/7/16)
Draft Meeting Minutes (4/19/16)